Summer 2017 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Summer 2017 AzMERIT Computer-Based Test (CBT) administration.

Done	Task 1	Dates
✗	Verify mode of testing in Tech Readiness in ADEConnect.	Not Applicable for Summer 2017

Done	Task 2	Dates
	Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS and/or the TA Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators). **Notes:** – Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. – If DTC will not be available during some or the entire summer test administration window, contact AzMERIT@azed.gov for additional information.	Ongoing

- Log into TIDE.
- Go to the **Users** task menu under *Preparing for Testing*.
- Select **Add Users**, **View/Edit/Export Users**, or **Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal here.

Done	Task 3	Dates
	Download, as appropriate, AzMERIT Secure Browser on devices that will be used by students for testing.	Ongoing

- On the AzMERIT portal, click on the Secure Browser button.
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the *Secure Browser Installation Manual* on the AzMERIT portal here.
- For information about supported operating systems and web browsers, see the AzMERIT System Requirements.
- Technology Resources can be found on the AzMERIT portal here.

Done	Task 4	Dates
	Review and verify Contact and Shipping Information in TIDE if additional order is requested for Special Paper Version (SPV) Tests.	Prior to placing an additional order for SPV Tests

- Log into **TIDE**.
- Go to the **Paper Ordering** task menu under *Preparing for Testing*.
- Select **Additional Orders**. Review the contact and shipping information.
- ADE must be notified of any changes or corrections prior to placing an additional order for SPV Tests.

Done	Task 5	Dates
	District Test Coordinators will not be required to complete another Pre-Test Trainings for Summer 2017 if training was previously completed for School Year 2016-2017. The trainings are still available online for anyone that would like to review them. A new School Year 2016-2017 *Achievement Test Security Agreement* for Superintendent/Charter Representatives is not required for the Summer 2017 test administration.	Ongoing

- Pre-Test trainings can be found [here](#).

Done	Task 6	Dates
	Add all students into TIDE who will be participating in Summer 2017 AzMERIT testing. ADE will not upload any students into TIDE.	6/5 - prior to test administration

- Log into TIDE.
- Go to the **Students** task menu under *Preparing for Testing*.
- Select **Add Students** or **Upload Students**.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.

Done	Task 7	Dates
	Log into TIDE and indicate which students require Special Paper Version test: Note: Paper version tests include Braille, Large Print, and Regular Paper Version tests. All Special Paper Version test student responses must be entered into the Data Entry Interface (DEI) during the test window.	6/5/17 – 7/10/17 **See Task 11 regarding SPV tests**

- Log into TIDE.
- Go to the **Students** task menu under *Preparing for Testing*.
- Select **View/Edit/Export Students**.
- Click the ✏ button for the student you want to view.
- Under the **Order Special Paper Version (student with IEP)** select the appropriate special paper version test.
- Detailed instructions can be found in the *TIDE User Guide*.

Done	Task 8	Dates
	Create rosters for teachers to view student test results in late summer in ORS.	6/5/17-7/27/17

- Log into TIDE.
- Go to the **Rosters** task menu under *Preparing for Testing*.
- Select **Add Rosters** or **Upload Roster**.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 9	Dates
	SPV materials will be shipped to districts as the additional orders are approved by ADE. Districts/charters will be responsible for providing *Test Coordinator Manuals* (TCM) and *Test Administration Directions* (TAD) to all Test Administrators, either electronically or print paper copies.	Ongoing after SPV additional order is placed.

- The Test Coordinator Manual (TCM) and Test Administration Directions (TAD) are available on the on the AzMERIT portal here.

Done	Task 10	Dates
	Additional Order Window. Place an additional order for any student who requires a Special Paper Version test. **Notes:** – ADE will review each Special Paper Versions order prior to shipment. – There <u>must</u> be an indication in TIDE for each student that requires Special Paper Version test.	6/5/17-7/10/17

- Log into **TIDE**.
- Go to the **Paper Ordering** task menu under ***Preparing for Testing***.
- Select **Additional Orders**.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 11	Dates
	TEST ADMINISTRATION	
	CBT Administration Window and DEI Entry (Writing)	6/12/17-7/21/17
	CBT Administration Window and DEI Entry (Reading and Math)* *Test window closes on a Thursday.	6/12/17-7/27/17*

- Schools must follow test schedule provided in the *Test Coordinator Manual*.

Done	Task 12	Dates
	Return Special Version test materials to Measurement Incorporated (MI). – Follow the packing and return shipment instructions received with the shipment of materials. – Contact FedEx at least 48 hours prior to pickup of materials. – Last day to contact FedEx 7/26/17. – Deadline for materials to be picked up and out of building is 7/27/17.	As soon as Special Paper Version testing is completed; no later than 7/27/17.

Done	Task 13 – Score Reports to Districts	Dates
	Reports will be available in ORS for districts/charters. Paper reports will be delivered to districts/charters.	8/9/17 9/7/17-9/8/17

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